EDD Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
Civil Service Classification IT Specialist I	Working Title Information Security Specialist
Name of Incumbent	Position Number 280-353-1402-092
Section/Unit Enterprise Security Operations/Information Security Enforcement Team	Supervisor's Name
Division Infrastructure Service Division	Supervisor's Classification IT Manager I
Branch Information Technology Branch	Duties Based on: ☒ Full Time ☐ Part Time - Fraction *Click here to enter text.*
	Revision Date 2/6/2019

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☒ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☒ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*

May be required to move certain equipment. Some overnight travel may be required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management   ☐ IT Project Management   ☐ Client Services

☒ Information Security Engineering   ☒ Software Engineering   ☒ System Engineering

Under the direction of the Information Technology (IT) Manager I, the incumbent serves as an Information Technology Specialist I (ITS I) within the Security Operations Group of EDD's Infrastructure Services Division (ISD). The ITS I works in support of the organization's enterprise information technology security operations, including all associated hardware/software projects and components, and contributes towards safeguarding the confidential and sensitive data used at EDD. The incumbent is responsible for the implementation, maintenance and operation of security operations in the organization's statewide information technology systems.

The incumbent contributes toward the growth of the Information Technology Branch (ITB) into a customer-focused service organization by following the Branch's established cultural principles, maintaining good working relationships with coworkers and internal /external partners, modeling appropriate behaviors throughout the workday and providing constructive feedback to others within the Branch regarding the application of those principles.

The incumbent acts as an Engineer on systems software/hardware projects, and/or on information systems.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform tasks with little assistance, and an incumbent who has reached Range C should be able to perform the task independently, and assist newer staff in the process as needed.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*	

Percentage of Duties	Essential Functions
45%	Performs IT Specialist I level tasks in engineering and support of the Infrastructure Support Division's lines of business, and serves as system lead on a rotating basis with other Engineers. Performs the following:

- Serves as the lead of security risk assessments, compliance and forensic services on new and existing enterprise IT infrastructure.
- Researches, develops, and leads the implementation of rapid prototype / proof of concept initiatives to test solutions and build major infrastructure related projects to ensure security architecture is in alignment with National Institute of Standards and Technology 800-53, Federal Information Processing Standards Publication 199, and Internal Revenue Service Publication 1075.
- Plans, develops and manages applications, upgrades, third-party application software, and application security, including detection and prevention of account phishing, web application security issues, host access control and packet filtering.
- Identifies, recommends and integrates, required security controls for performance, stability, supportability and high availability for the following: Border Routers, Firewalls, Intrusion Detection Systems, Intrusion Prevention Systems, Virtual Private Networks devices, Software Architecture, and De-Militarized Zones .
- Formulates and leads the development and documentation of the baseline technical architecture and sustainable target architecture which is aligned with the enterprise strategic management plan.
- Leads, engineers, and mentors the secure design, development, and review of architectural framework, principles, plans, standards, and procedures to be followed in the design and development of enterprise business processes, information, applications, technology, and information security and networking.
- Develops secure strategies, roadmaps, and approaches to transition from the baseline to the target architecture.
- Produces, formalizes and maintains documentation and operational guides for security controls including but not limited to: Multi Factor Authentication, Encryption, Malware, Web Filtering, Penetration Testing, Security Information and Event Management Monitoring, and Data Loss Prevention.
- Configures and reports application monitoring and statistics.

45%	Responds to more complex escalated Enterprise break/fix server and client problems by investigating and troubleshooting to resolve issues and close with Root Cause Analysis. Team leads, engineers and mentors for department system upgrades and enhancements including but now limited to: Antivirus, Rogue System Detection, Mobile Device Management, Encryption, and Data Loss Prevention. Engineers and supports the evaluation and testing of hardware and software for the server/client infrastructure and systems. Engineers, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.

Performs Engineer level review and analysis of EDD information technology systems to ensure applicable enterprise infrastructure policies and standards are adhered to.

Routinely reviews information systems to ensure they are compliant with the Statewide Information Management Manual, the State Administrative Manual, and EDD ITB Technical Circulars. Defines any issues found and coordinates with team members and other stakeholders, including governance policy groups, to resolve the more complex internal and external audit findings. Documents completed work, including how the finding was resolved and the date the finding was resolved to both ITB and auditors expectation.

Percentage of Duties	Marginal Functions
5%	Invests in personal development through continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Occasional (13-25%)

Walking: Occasional (13-25%)

Sitting: Frequent (51-75%)

Temperature: Temperature Controlled Office
Environment

Lighting: Artifical Lighting

Lifting: 1-25% of the time

Other:

Pushing/Pulling: 1-25% of the time

Bending/Stooping: 1-25%

Type of Environment: a. Cubicle   b. N/A   c. Select   d. Select

Interaction with Public: a. N/A   b. Select   c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 2 SSAs / AGPAs)*

May serve as lead and mentor

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Civil Service Classification
IT Specialist I

Position Number
280-353-1402-092

Employee's Signature

Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

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7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☒ Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
	LB	2/6/2019

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**   AFTER SIGNATURES ARE OBTAINED:
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**